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15 May 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF
SUBJECT : Weekly Activity Report

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25 YEAR RE-REVIEW

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Discussions were held with [] of Legal Counsel and [] of the DD/A's Office relative to the [] for [] Tentative approval was granted to establish [] with clarification of questionable aspects to follow.

b. After conference with Budget Analyst, OTR will return a total of [] unobligated funds, to the Budget Office for other Agency use.

c. After a meeting in the Office of Mr. [] a []

d. A review of the [] Projects budgetary problems was made.

e. A request was made to the Comptroller's Office to arrange for the transfer of funds to cover the deficit at []

f. Discussions were held with [] to determine the balance of obligations for Fiscal Year 1952 and to audit pending vouchers already submitted.

g. All arrangements for transporting household effects of instructors [] have been completed.

h. A survey concerning the clerical needs of the Office of Training has been made and is nearing completion.

i. A high priority is being given to the processing of 59 applications for cooks []

j. Based upon discussions with [] of the Legal Counsel, details of the cover contract for [] were agreed upon.

[]
Administrative Officer, OTR

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